



USAID
FROM THE AMERICAN PEOPLE

Issue Date: February 15, 2012
Closing Date: March 14, 2012
Closing Time: 5 pm Eastern Standard Time

Subject: Announcement of Applications for Participation in the Limited Excess Property Program (LEPP).

The United States Agency for International Development's (USAID) Office of Innovation and Development Alliances (IDEA) is seeking applications for participation in the Limited Excess Property Program (LEPP). The LEPP Program is managed by the Local Sustainability Division of the IDEA office, formerly the Division of Private Voluntary Cooperation in the Office of Development Partners (ODP/PVC).

Applicants to the LEPP program must be Private Voluntary Organizations (PVOs) registered with USAID by the application deadline. Following the competitive application process, USAID will award up to 40 transfer agreements to successful applicants.

The closing date and time of this announcement is March 14, 2012 at 5 pm EST. Applications that are submitted late or are incomplete will not be considered in the review process. To ensure that complete applications have been received by the due date, we ask that applications be submitted in hardcopy. Please also note the use of standard U.S. mail may not always ensure prompt delivery, so applicants may wish to have hard copies hand-delivered or use another means of delivery. Applications and modifications shall be submitted in envelopes with the name and address of the applicant and inscribed to:

(By U.S. Mail)
LEPP Program
USAID/IDEA/LS
Ronald Reagan International Trade Center (RRB)
1300 Pennsylvania Avenue, NW, Room 7.08-005
Washington, DC 20523
Email: LEPP@usaid.gov

(By All Other Means of Delivery)

USAID

Attn: Ms. Hannah Marsh (202-712-1988)

Ronald Reagan International Trade Center (RRB)

1300 Pennsylvania Avenue, NW, 14th Street Entrance

Washington, DC 20523

* Please use the guest phone at the USAID visitor desk.

Please note the following dates:

<i>February 15, 2012</i>	<i>Release of Participation Announcement</i>
<i>February 29, 2012</i>	<i>Deadline for Submission of Questions</i>
<i>March 14, 2012</i>	<i>Application Deadline</i>
<i>March 31, 2012</i>	<i>Notification of Applicants</i>
<i>April 13, 2012</i>	<i>Applicants Transfer Agreement Signed</i>

Issuance of this announcement does not constitute a commitment on the part of USAID to enter into any agreement, nor does it commit USAID to pay for costs incurred in the preparation and submission of an application. Applications are submitted at the risk of the applicant; should circumstances prevent award of an agreement, all preparation and submission costs are at the applicant's expense.

The preferred method of distribution of USAID program announcement information is via the Internet. This announcement and any future amendments can be downloaded from the Agency Web Site at <http://idea.usaid.gov/ls/limited-excess-property-program>. It is the responsibility of the recipient of the application document to ensure that it has been received in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes.

Adherence to the guidelines, as well as the quality of the application received, will form the basis of the selection review process managed by USAID's Office of Innovative Development Alliance/Division of Local Sustainability (IDEA/LS). **Questions regarding this announcement must be submitted in writing, no later than (February 29, 2012) to LEPP@usaid.gov.** Applicants should retain for their records one copy of all enclosures which accompany their application.

Section I – Background

A. Limited Excess Property Program Summary

Authorized by Sections 607 and 608 of the Foreign Assistance Act (FAA) of 1961, as amended, the LEPP coordinates access to USG excess property for use by private voluntary organizations (PVOs) in support of their overseas programs. LEPP is managed by USAID's Office of Innovation and Development Alliances' Division of Local Sustainability (IDEA/LS) and currently provides over 30 PVO partners with access to the U.S. General Services Administration (GSA) and the Defense Logistics Agency's (DLA) Disposition Services' excess property programs. (Visit www.gsaccess.gov to get a general idea of the types of property that come available through the program) IDEA/LS serves as the principal liaison for any property that is transferred from the U.S. Government to PVOs registered with USAID and is the primary contact for all USAID Washington offices, other federal agencies, foreign embassies in the U.S., registered PVOs, and donors of private property on matters relating to utilization of USG excess property in overseas development programs. IDEA/LS, through LEPP, works with those organizations, permitting not only access to the excess property, but ensuring all results and other reporting, use and other information and data requirements are met.

Since 1976, USAID has offered opportunities for U.S. and international PVOs registered with USAID and local non-governmental organizations (LNGOs) to partner with USAID in the delivery of development and humanitarian assistance around the world. Organizational and technical capacity building are incorporated as critical components of this assistance in order to strengthen partner organizations as development participants. In addition, IDEA/LS seeks to align partnership activities closely with high priority Agency initiatives.

IDEA/LS manages USAID's PVO Registration process for U.S. and international PVOs, this registration is required for PVO eligibility for direct grants from USAID. IDEA/LS also manages the Development Grants Program and the Cooperative Development Program, and the Small Project Assistance Program (SPA).

B. Program Objectives

1. To expand the Limited Excess Property Program to a broader pool of PVO participants, consistent with the USAID Administrator's vision for expanded partnership.
2. To link LEPP strategically with USAID Agency priorities, such as [The Global Health Initiative](#), [The Feed the Future Initiative](#), [The Global Climate Change Initiative](#) and [Grand Challenges for Development](#), [Saving Lives at Birth](#) and [All Children Reading](#).

C. LEPP Requirements and Restrictions

In order for their applications to be reviewed, applicants must adhere to the requirements and restrictions outlined here as well as to the guidelines specified in Section II. A below.

1. Applicant Eligibility Requirements

- This competition is open only to PVOs registered with USAID by the Application Deadline. Information about the PVO registration process can be found on the IDEA/LS website: <http://idea.usaid.gov/ls/pvo>
- PVO proposals must follow the formatting guidelines provided below.

2. Program Requirements

- Programs for which the excess property will be used must be intended to further the efficient use of voluntary contributions for development, relief and rehabilitation.
- Programs must involve partnership(s) with any or all of the following: local government, a nongovernmental organization (including affiliates), community partner, and/or other in-country organization(s).

Section II – Application Instructions

A. Preparation Guidelines

1. General Guidelines

All applications received by the Application Deadline will be reviewed for adherence to the specifications outlined in these guidelines and the application format. **Section Applications that are submitted late or are incomplete will not be considered in the review process.**

Applications should be specific, and concise, and should demonstrate the PVO's capabilities and expertise in the technical area in which the PVO is working (e.g. agriculture, health, education, etc.). The application will be judged and ranked in accordance with scoring based on the selection criteria found in Section III. Applicants are expected to review, understand, and comply with all aspects of this announcement.

Applications and modifications of the application shall be submitted in sealed envelopes or packages that are (1) addressed to the office specified in the cover letter of this announcement, and (2) show the time specified for receipt and the name and address of the applicant. Applicants should retain for their records one copy of the application and all enclosures which accompany their application.

Faxed applications will not be considered; however, applications may be modified by written or emailed notice, if that notice is received by the Application Deadline.

2. Private Information

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, should:

- a. Mark the title page with the following legend: *“This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, an agreement is awarded to this applicant as a result of – or in connection with – the submission of this data, the U.S. Government shall have the*

right to duplicate, use, or disclose the data to the extent provided in the resulting transfer agreement. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained on pages (List Page #s) ”.

- b. Mark each page of data it wishes to restrict with the following legend: *“Use or disclosure of data contained on this page is subject to the restriction on the title page of this application.”*

3. Questions

Any prospective applicant desiring explanation or interpretation of this announcement must email its request to LEPP@usaid.gov by **February 29, 2012** to allow a reply to reach all prospective applicants before the submission of their applications. All responses will be posted on the IDEA/LS website at <http://idea.usaid.gov/ls/limited-excess-property-program>. Oral explanations or instructions given before award of an agreement will not be binding. Any information given to a prospective applicant concerning this announcement will be furnished promptly to all other prospective applicants as an amendment of this announcement, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

B. Formatting Guidelines

Applications must be typed legibly on standard letter-sized 8 ½ X 11” paper and conform to the format prescribed below:

- The body of the application should not exceed 20 numbered pages.
- The text of the application should be single-spaced and cast in Times New Roman font, 12-point size.
- One original and three hardcopies of the entire application, including all attachments, must be submitted. The original should be printed on plain paper, single-sided, and unbound, so that it is “photocopy ready”. The three additional copies should be on plain paper, single-sided, and bound.
- One electronic copy of the application on a CD ROM or a USB thumb drive should also be submitted along with the hardcopy versions.

- All documents should be in English. Foreign documents accompanied by an English translation are acceptable.
- The applicant shall sign the application and print or type his/her name on the Cover Page.

1. Application Format

1. PVO Contact Information

Include a summary sheet with the following information:

- Organization Name
- Contact Person
- Address
- Telephone Number
- Email Address
- Program --- Limited Excess Property Program (LEPP)

2. Executive Summary (1 page maximum)

The executive summary is a concise summary of the program description and key components of the application.

3. Overview of the Applicant Organization (1-2 pages)

The overview should address how the PVO will implement this program. Please bear in mind that not all reviewers will be familiar with every PVO and its capabilities. Briefly describe:

- The organization's mission, goals, and objectives, and how they relate to the work of USAID (http://www.usaid.gov/our_work/) and our various priorities, such as Food Security, Education, and Global Health, and how they relate to the activities to be supported by LEPP.
- The major technical sectors in which the organization works and its history and major achievements working in the sector(s).

4. Program Description (10-12 pages)

- Situational Analysis and Rationale for Participation in the Limited Excess Property Program:** Describe the current socio-economic conditions in each country or region where the organization is proposing to work; discuss factors likely to affect proposed program outcomes; and discuss the justification for providing support to the organization. Be sure to cite the source(s) for your data and include the following:

- Identify the country (ies) in which the organization is proposing to work. Discuss prior experience working with the host country government(s) or other NGO(s) in the countries where this program will operate.
- Describe the recipients/beneficiaries of the program. Include an analysis of their needs, as well as an estimated number by gender and age.
- Discuss how participant numbers are determined and the techniques used to determine their needs (e.g., surveys, census data, and needs assessment). Please note that information on age and gender differentiation of the participants is essential.
- Discuss the comparative advantage of the organization in carrying out this work. Cite prior relevant experience and notable achievements using specific examples and data.
- Identify any opportunities for synergy or coordination with other programs, especially USAID-funded programs or those of local civil society or faith-based organizations, and discuss how the programs might work together and support one another.

ii. Program Objectives: Describe how the organization will advance the objectives of the LEPP program.

- Identify and describe the objective(s) of the program and how the objective(s) relate to the needs of the program participants. Provide the program duration and timeframe.
- Describe linkages between the organization's program and one or more of USAID priorities including, but not limited to:
 - [The Global Health Initiative](#)
 - [The Feed the Future Initiative](#)
 - [The Global Climate Change Initiative](#)
 - [Saving Lives at Birth](#)
 - [All Children Reading](#)

- Discuss how excess property under the LEPP would support or enhance the humanitarian relief and/or long-term development objectives of the program or that of your partner(s) in the countries you have proposed.

iii. Partnership Details: Identify the proposed program partners and provide a rationale for the selection of these partners.

- Provide a description of the partner's (s') experience in the program. All partners must be listed and their role in the proposed program briefly discussed.
 - List the partners for this program, indicate whether each partner is an independent NGO or an affiliate of the applicant, and outline their legal status.
 - Provide the name and contact information for the proposed partners.
 - Discuss the organization's relationship with in-country implementing partners and state whether the partners are new or continuing. Discuss the impact of this approach.
 - Discuss the partner's (s') involvement in developing this application.
 - Note whether there is a memorandum of understanding or other agreement with host country partners.

iv. Standards: All LEPP participating PVOs and partners are expected to adhere to best practices as set forth on InterAction's website at:

www.interaction.org/document/interactions-pvo-standards.

- Please describe how the organization ensures that it is abiding by PVO accepted "best practices"?

5. Program Management and Structure (3-5 pages)

This section provides an overview of the management of the proposed program. Be sure to highlight those areas of program

management, including receipt and transfer of property that were not discussed under the Program Description section.

i. **Organizational Structure:**

1. Discuss how the PVO headquarters will ensure effective support to the field of this program. Include the number of personnel that manage the LEPP both in the field and at the headquarters.
2. Provide an organizational chart of the applicant PVO that clearly delineates the key personnel responsible for overseeing/monitoring the program in the headquarters office and in the field.
3. Provide a brief outline of how the PVO plans to monitor and evaluate their work in conjunction with and participation in the program.

ii. **Receiving and In-Country Transfer System:**

1. Identify whether the organization has a physical presence in each country where the proposed program will operate. If the PVO does not have a physical presence in the country, identify who is responsible for receiving and accounting for the excess property.
2. Describe the planned process for receiving the excess property, i.e., clearing customs, warehousing, transportation and transfer of goods to end user organization(s).
3. Describe how the organization will monitor the excess property shipment from shipping dock to the final transfer. Include a discussion of the following elements: tracking (from the moment of receipt from USG), physical inspection, inventory control, on-site inspection, in-country accounting of transferred property, and participants' response.
4. Cite any experiences concerning lost and/or stolen property and the steps taken to safeguard excess property during the transfer process.

iii. **Contingency and Security Planning:** Natural and man-made disasters affect a substantial number of development programs at some time during the course of implementation. Briefly outline plans to prevent and mitigate the effects of security problems or other

emergencies on the organization's staff and property to ensure the security and safety of program personnel.

C. Negotiation and Award

USAID may award one or more transfer agreements resulting from this announcement to the responsible applicant(s) whose application(s) conform to this announcement. USAID may also: (a) reject any or all applications or (b) waive informalities and minor irregularities in applications received.

USAID may award one or more transfer agreements on the basis of the initial applications received, without discussion. Therefore, each application should contain the applicant's comprehensive technical approach.

The applicant is reminded that U.S. Executive Orders (i.e. E.O. 13224) and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the applicant to ensure compliance with these Executive Orders and laws.

Faith-based and/or religiously affiliated PVOs are eligible to participate in USAID programs on the same basis as any other organization without regard to their religious character or affiliation. USAID may not discriminate for or against a program applicant on the basis of religious character or affiliation. For further details regarding this rule, please see http://www.usaid.gov/our_work/global_partnerships/fbcirule.html and 22 CFR Part 205.

1. Requirements for Programs
 - a. USAID Responsibilities:

USAID will be responsible for documenting any changes to the transfer agreement. The program manager(s) will provide approval of changes in the program description. Participating PVOs must request, in writing, approval to make changes in specific activities and countries set forth in the Transfer Agreement. Any deviation from the terms of the Transfer Agreement requires written authorization by the USAID program manager(s).

- b. PVO Responsibilities:

The selected PVOs will be responsible for implementing the program in accordance with USAID's terms and conditions as set forth in the Transfer Agreement. PVOs will be responsible for the following activities and documentation during the life of the program:

- Obtain an approved 607 Determination from the USAID Mission or U.S. Embassy (where there is no USAID Mission) with assistance from IDEA/LS and abide by the stipulations of the approved determination.
- Provide a statement to IDEA/LS detailing the planned end-use and end users of the property and the country (ies) of use each time that property is allocated to the organization.
- Concurrently, prepare the appropriate paperwork requesting the desired excess property and send it to IDEA/LS for approval. After approval, IDEA/LS will send the request to GSA or DRMO for final approval. After approval of the request, the PVO will be notified and shall pick up the property on an "as is/where is" basis and transport it at its own expense from the holding area to the final destination overseas.
- Arrange the pick-up, repair/refurbishment (as necessary), export/import clearances, packing, and shipping of the excess property items to their final destination.
- Advise USAID in writing prior to any shipment overseas of what is to be shipped and the planned destination so that certification under Section 607 of the Foreign Assistance Act of 1961, as amended, can be obtained from the Mission/Embassy of the receiving country. This

shall include an inspection certificate acceptable to IDEA/LS prior to the overseas shipment of the property that serviceability and appearance of the property to be shipped or transferred shall not reflect unfavorably on the image of the United States.

- Advise the USAID Mission in which the excess property will be located or Embassy where there is no USAID Mission, when items are received by the intended end user.
- Provide a full accounting of all excess property transferred to each end user organization; providing a listing that includes a description of each item transferred, and advising USAID when items are received by the intended end user.
- Monitor their organization's participation in the program, ensuring that they are in accordance with the requirements sent out in their signed transfer agreement with IDEA/LS.
- Evaluate their program participation to ensure that they are meeting requirements, reaching the intended end-users and achieving significant development impact in the areas where they work.
- Provide feedback to IDEA/LS regarding their participation in the program, including providing narratives and photos from time to time.

Section III – Review Process and Selection Criteria

A. Review Process:

To facilitate the review process, applicants should organize the narrative sections of their applications in the same order as the selection criteria. Applications will be evaluated in accordance with the selection criteria set forth below. Applications must follow the application format and contain the information indicated in Section II B. of this announcement.

All applications that meet the eligibility and program requirements, and adhere to the format instructions, will be reviewed. The Review Panel will be composed of IDEA/LS staff and other staff from USAID offices with related interests and appropriate expertise. Selection will be based on the ranking of proposals according to the selection criteria identified below.

B. Selection Criteria (100 points):

1. Executive Summary (5 points)
2. Overview of the Applicant (10 points)
3. Program Description (60 total points)
 - a. Situational Analysis and Rationale for IDEA/LS Support
 - b. Program Objectives
 - i. Description of Objectives
 - ii. Linkage to agency priorities
 - iii. How excess property will enhance humanitarian relief and/or long-term development objectives
 - c. Partnership Details
 - d. Standards
4. Program Management and Structure (25 total points)
 - a. Organizational Structure
 - b. Receiving and In-Country Transfer System
 - c. Contingency and Security Planning